



# CUI Tip of the Week



## 216 Days, 30 Weeks Till CUI!

### Software Management AFI 33-114

- Do organizations ensure users do not install freeware, shareware, or personally-owned software on government systems without approval of the servicing system administrator or network manager?
- Have units developed and implemented a documented process to ensure that all software (including freeware, shareware, licensed Commercial Off-The-Shelf (COTS) products and pre-production versions) is free of viruses and malicious logic?
- Do units annually instruct personnel on licensed software usage; *The Privacy Act* and *The Copyright Act* considerations; and Air Force, DoD and E.O. provisions?
- Do units conduct an annual inventory of all licensed COTS in the organization?
- Does the unit maintain a record of all COTS software controlled by the organization?
- Does the unit store evidence (e.g., user manual, purchase documentation, compact disk, etc.) of licenses in a secure location (e.g. locked file cabinet)?
- Does the unit dispose of old versions of COTS software according to licensing agreements?
- Does the unit conduct an annual audit of all computer and server software to ensure that illegal or unauthorized copies of COTS or other software are not installed?
- POC: Mr. Fountain - 4065

**"If it's not documented, it didn't happen!"**